



# Harbour

## International

School Brochure  
2019 -2020

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## THE HARBOUR INTERNATIONAL DEPARTMENT

This booklet provides you with important information for the school year 2019 -2020. If you have any further questions, contact the school so that we may assist you. We will also keep you informed about our school through our weekly newsletter and the school newspaper (four times a year). Please check our website weekly for the latest information: [www.harbourinternational.nl](http://www.harbourinternational.nl)

We hope we can answer most of your questions with this booklet and on behalf of the staff of the school we wish you a fantastic school year!

The Harbour International Team

### IMPORTANT TELEPHONE NUMBERS AND ADDRESSES

Address        The Harbour International Department  
                  Graaf Florisstraat 56  
                  3021 CJ Rotterdam  
Telephone     0031 (0)10 448 22 66  
Website        [www.harbourinternational.nl](http://www.harbourinternational.nl)

#### Email addresses

Head of school	Jenny Swift	<a href="mailto:jennys@harbouribsr.nl">jennys@harbouribsr.nl</a>
Administration	Veronique Zancarini	<a href="mailto:veroniquez@harbouribsr.nl">veroniquez@harbouribsr.nl</a>

#### Important Telephone Numbers

School Doctor	010 - 444 46 11
School Dentist	010 - 214 07 33
Social Worker	010 - 443 07 00
Campina Milk	0900 - 235 63 55
BinnensteBuiten After School Care	010 - 437 17 64
Hutspot After School Care	010 - 466 74 57
Het Steigertje After School Care	010 - 206 07 11
Rotterdam International Secondary School (RISS)	010-890 77 44

## **THE HARBOUR INTERNATIONAL PRIMARY SCHOOL**

The Harbour School has an International and a Bilingual department. Together these departments have over 500 pupils, of which 260 are in the International Department.

The Harbour International is a state funded school which caters for the needs of primary aged children from four to eleven years of age. The school is located in a quiet area in the centre of Rotterdam.

Pupils come from all over the world and are taught in English by experienced teachers who provide a broad, balanced curriculum aimed at developing the pupils' knowledge, skills and understanding.

### Educational Policy

The aims and principles of the International Department are as follows:

- To develop the social, emotional, creative, cognitive and motor development of each pupil.
- To treat each child as an individual and to be encouraged to develop into an internationally minded citizen of the 21st century.
- To develop the child's personal and social skills and encourage cooperation with other pupils.
- To develop the child's knowledge, skills, understanding across the curriculum.

### Where our pupils come from

Our pupils come from all over the world. We are truly an international school. We all work together to ensure that our ethos is a happy and harmonious one. As part of our international focus, we actively encourage our parents to continually develop their child's home language(s).

### Our Aims

To meet the educational needs of our children, the International Department uses the International Primary Curriculum and elements of the British curriculum to ensure and maintain a high standard of education. The International Department works closely with the other Dutch International schools (DIPS). All teachers are fully qualified and provide a broad and balanced curriculum for each pupil. All pupils from group 2 to 8 receive Dutch language lessons and learn about Dutch culture and society.

### The International Primary Curriculum

The International Primary Curriculum (IPC) is a specially designed curriculum for international primary schools. The teachers use this programme to develop pupils' knowledge, skills and understanding across a wide variety of subjects. Personal development and international understanding are at the heart of the curriculum. The IPC provides an impressive support system for its schools to allow the teachers to create the best possible learning environment for the pupils. Working through a range of topics, the pupils are able to develop their knowledge, skills and understanding in a variety of ways. The teachers are very enthusiastic about the IPC and encourage pupils to become actively involved in their own learning process.

The true measure of success for the IPC is how the pupils themselves perceive the activities and learning processes. Part of the IPC learning culture is for the pupils to complete self-assessments of the projects they have been involved in. Pupils are asked to assess the project, to evaluate their participation, to identify skills learned and how to develop these skills further. The programme encompasses a wide range of subjects such as science, language, ICT, art, history, geography, music, physical education as well as including personal goals and international goals.

### Conditions for Admission

International Primary and Secondary schools are state funded and therefore have to comply to regulations on admission of students. For Dutch International Primary Schools these rules are to be found in the Primary Schools Act (Wet Primair Onderwijs), article 40, paragraph 5.

The Harbour International provides education for families with children between the ages of 4 and 11, who are living temporarily in The Netherlands.

Admission to the school is based on the following criteria:

- Children who will reside in The Netherlands on a temporary basis while their parent(s) are employed in the country;
- Dutch children who have had at least two years international education while their parent(s) have been employed overseas;
- Children of Dutch nationals who are moving to an English speaking country within two years. Proof of temporary employment will be asked for.

### Joining or leaving the school

The Harbour International has admission and leaving procedures, which we expect all families to follow. Admission to the school is based on personal interviews with the parents and pupil(s).

The administrator is the first point of contact for admission into the school. A place for a pupil is based on availability of spaces in each class. A non-refundable deposit of €150 will be asked for at the initial interview to cover administration costs.

Before a child can be written out of the school, we must have their forwarding home address and new school address. The child receives a leaving certificate from the Rotterdam City Council signed by the Head of School. This is given to the family at the same time they receive the final school report. It is essential that the family informs the "Gemeente" where they live, that they are leaving The Netherlands.

All parents should inform the school immediately of any change of address or telephone number.

## Moving on

Once pupils have successfully completed their primary education at The Harbour International Department, they may move on to an international secondary school of their choice. If the family plans to remain in Rotterdam, the children may continue their education at our international secondary school, the Rotterdam International Secondary School (RISS) or they may choose to attend a Dutch secondary school if they have the level of academic Dutch that is necessary.

1. If pupils go on to bilingual education or Dutch secondary education, they leave The Harbour International after group 8. They usually have to sit an entrance exam and interviews with parents will take place before the child is accepted.

2. If pupils choose to go to the RISS, they can leave The Harbour International after group 7.

At the end of school year 2018-2019, 49% of our pupils went to RISS; 15% of our pupils went to a secondary school overseas, 19% went to Dutch secondary schools and 17% stayed for group 8.

Cognitive Abilities Tests (CAT) taken in September 2018, indicated that 86% of pupils should attain five or more (A\* - C level) IGCSE certificates and go on to further education in a college or university.

## **EVALUATION 2018-2019**

In school year 2018-2019 we realised the following:

- New format for reporting to parents completed
- Maths club for more able pupils ran throughout the year
- Teacher planning sheets revised to include specific language section for EAL pupils
- Professional development of staff included training in child abuse, first aid, privacy protocol and development of children's writing skills

## **DEVELOPMENT PLAN 2019-2020**

In school year 2019-2020 we will further develop the following areas:

- New Maths programme will be researched and piloted for groups 1 - 8
- Teacher professional development will include Maths and IPC throughout the school
- Further development of children's personal and social goals through IPC
- Further development of pupil portfolios and parental communication using "Seesaw" programme

## **PRACTICAL INFORMATION**

### School Fees

For information and arrangements concerning school fees, please contact the Head of the International Department. The school fee is € 3600,- per year per child and is not negotiable. Details can be found in the Registration of School Fees Booklet. Fees can be paid in one instalment in September or in two instalments in September and January. You as a parent, have the responsibility to pay the fees on time.

School fees are used to pay for:

- class teachers' salaries
- extra teachers in school e.g. Dutch, EAL, IB, gym, class assistants
- smaller number of children in each group
- lunchtime supervision for each child
- MR fees for each child
- school trips
- cultural education
- cleaning costs
- resources such as books, furniture, computers etc.

The school is also subsidised by our board (BOOR) and now provides gym lessons for groups 1 - 8 given by a specialist teacher.

### School Hours

Monday, Tuesday, Thursday, Friday:	08:45 - 15:00
Wednesday:	08:45 - 12:30

Lessons start at 08:45 sharp. Doors open at 08:30.  
Please ensure that your child arrives promptly every day.

It is essential that your child begins the day with their classmates so they may start activities together and participate in group interaction. If your child is continually late, a letter will be sent home requesting you to meet with the Head of the International Department to discuss solving the problem.

Children should be collected punctually at 15:00 and on Wednesdays at 12:30. In order to avoid confusion as to who is picking up your child, please arrive promptly. If you are going to be unavoidably late, please contact the school immediately and indicate what alternative arrangements you have made for the pick-up.



## School holidays 2019 - 2020

Autumn	18th October 2019	27th October 2019
Christmas	21st December 2019	6th January 2020
Winter	22nd February 2020	1st March 2020
Easter	10th April 2020	13th April 2020
May	25th April 2020	10th May 2020
Ascension Day	21st May 2020	24th May 2020
Whit Monday	1st June 2020	
Summer	17th July 2020	31st August 2020

### Study days:

4th October 2019  
18th October 2019  
6th January 2020  
17th July 2020

The school is closed for all pupils during study days and the holiday periods. Parents must make alternative arrangements for their children during these periods.

## **THE TEAM**

### The Management Team

General Director: Barbera Everaars  
Head of International Department: Jenny Swift

### The Staff

#### Teachers:

Wayca Arrindell	Renata Bienefeld	Laura Boudeling	
Jesse Bywater	Isabel Correia Dos Santos	Zakiya Daghouj	
Anouk van Dijk	Sara Fenwick	Maarten Franken	Jennifer Hijdra
Brigitte Kitz	Elvira Levij	Marie McGoldrick	Priscilla Noever
Jaimy Ottevanger	Rebeca Perez	Dagmar Pit	Anna Roeven
Maria Teodosio	Joanne van Veen	Manon Verhage	Pamela Verhoef
Sylvia Weelen	Michael Welsh	Joanie de Wet	

Administrator: Veronique Zancarini

Concierge: Alex van Nieuwenhuijzen

## BOOR

The Board of Education for Rotterdam (BOOR) is the managing group for both primary and secondary public education in the Rotterdam area. All of our staff are employed by BOOR and meet the high standards set by them.

Stichting BOOR  
Schiekade 34  
3032 AJ Rotterdam

## Personnel policy

The personnel policy at The Harbour International, aims to ensure that: -

- everybody enjoys working in our school
- everybody takes care of each other
- new teachers will be guided and mentored by experienced staff
- all teachers are offered professional development (courses, study days)
- all teachers are offered the opportunity to develop their career.

## Groups 2019-2020

Children are placed in groups according to their age on 1st October. The only exceptions to this are the 4-year-old children. As soon as a child turns 4, they may start in our Reception group.

## **SCHOOL INFORMATION**

### The Newsletter

Throughout the school year you will continuously receive important information in the form of a weekly newsletter. It is important that you read the newsletter to remain informed about events and issues in the school.

### Notice Boards

Brief messages and information will be posted on the notice boards inside the school buildings and outside on the playground. Please read them regularly to keep yourself up-to-date regarding school activities.

### Information Evening

At the beginning of the school year we organise an information evening for all parents. Parents have the opportunity to meet their child's teacher and other parents and learn about their child's curriculum for the school year. Parents will receive an invitation at the beginning of the year. This year the information evening will be held on Tuesday 10th September 2019.

## Parent/teacher contact

The General Director of The Harbour (Barbera Everaars) is legally responsible for both the Bilingual and International Departments. The Head of the International Department coordinates the activities between the pupils, the parents and the teachers within the International Department. Please make an appointment if you wish to speak with the Head of the International Department (Jenny Swift).

## Consultations with teacher

Appointments can be made with your child's class teacher throughout the school year to discuss any concerns that you may have about your child. Teachers may be consulted between 08:30 and 08:45 or after 15:15, but not during lessons.

## Timetable for reporting 2019-2020

September 2019	Information evening class teachers
September 2019	Information morning specialist teachers (Dutch, EAL)
October 2019	1st parent/pupil/teacher interview
February 2020	1st written report
February 2020	2nd parent/pupil/teacher interview
March 2020	Pupil led conferences
June 2020	2nd written report 3rd parent/pupil/teacher interview

## Lunch

All children eat their lunch at school. They should bring a healthy packed lunch and morning snack. Children are not allowed to eat sweets, chocolate or chewing gum during school hours. No glass bottles or fizzy drinks are allowed. During the lunch break professional supervisors (in Dutch they are called overblijf teachers) from KindeRdam are paid to look after the children.

## Milk

Upon request, the Milk Board can provide children with cold milk to drink with their snacks and/or lunch on a daily basis. Application forms are available from the school secretary. An accept giro for a quarterly or annual invoice will be sent directly to you from the Milk Board. This is paid directly to Campina for those parents who choose to use the service. The telephone number for enquiries is 0900 235 63 55. The website: [www.campinaopschool.nl](http://www.campinaopschool.nl).

## The Library

Children may borrow books from the school library. Each child will be given their own library bag to keep their library books in. Books may be borrowed for one week. After a week, children must return the book to the library so they may take out another book or they may renew their old book for another week. The library is run by parent volunteers, so if you have any spare time, parents, please volunteer!

## Gym and Swimming lessons

A professional gym teacher and the class teacher give gym lessons. Children from group 3-8 must bring gym clothing, white-soled shoes and a towel to each gym lesson. Children are not allowed to wear any jewellery during the gym lesson for safety reasons.

Groups 4 will attend weekly swimming lessons at the local pool. Children need to bring a towel and swimming clothes for these lessons. Both swimming and gym lessons are compulsory and all children are expected to take part unless they have a letter from a doctor explaining why they are unable to participate in these lessons.

## Clothes

For children in the lower school it is important to wear clothes that they can easily take off and put on by themselves.

## Student Council

The school has a Student Council for pupils in Group 7 and 8. The children are voted on to the council at the beginning of the school year. The Council deals with issues important to the pupils and presents their concerns and ideas to the teachers. The Student Council also works with the staff and Parents Support Group to help run special events in the school.

## After School Care

It is possible to make use of excellent after school care service (BSO) for your child. Care during school holidays is also possible.

BSO BinnensteBuiten  
Roel Langerakweg 25  
3041 JK Rotterdam  
010-437 17 64  
[www.kinderdam.nl](http://www.kinderdam.nl)

BSO Hutspot  
Statensingel 116 B  
3039 LT Rotterdam  
010-466 74 57 (9:30u - 14:30u)  
[www.hutspot.info](http://www.hutspot.info)

BSO Het Steigertje  
Hoogstraat 66 A  
3011 PT Rotterdam  
010-206 07 11  
www.steigertje.nl

### After School Lessons (Music)

After school hours, we provide music lessons for pupils who wish to have them. Parents can sign up their children for the lessons in September. These lessons have to be paid for by the parent directly to the music teacher. Recorder, piano, guitar and violin lessons are offered.

### Adult Language Lessons

English and Dutch lessons for parents take place once a week in school. See Jenny Swift for more information.

## **SPECIAL ACTIVITIES**

### Birthdays

Birthdays are very special occasions for all children. Dutch parents celebrate a child's birthday by bringing something special into the classroom so classmates can share in the festivities. Since our school is in The Netherlands, we have adopted this tradition. Parents are kindly requested to bring healthy treats into the school if they wish their child to celebrate their special day with their classmates.

### Assemblies

Throughout the year, parents and families are invited to watch the children perform. These performances are called assemblies. Dates and times of the assemblies will be announced in the newsletter.

### Choosing Hour

Three times a year a wide range of fun activities are organised and run by parents, pupils and teachers during school hours. Children of different ages work together and can choose activities such as cooking, art, dance, games etc. Parent helpers are very welcome. It is great fun for all! Dates of these activities are announced in the newsletter.

### School Trips

Visits to museums, theatres and local attractions are planned throughout the school year. Parents will be informed of these trips beforehand and parent volunteers might be asked to accompany the teacher(s). Dates of these trips will be announced in advance in the newsletter.

## School Camp

Once a year, groups 6, 7 and 8 go away on camp with their teachers for three nights. The children take part in various outdoor activities to develop their social/emotional skills and to further their learning. The cost of this trip is not included in school fees and parents will be asked to pay for it separately.

## **MONITORING PUPIL PROGRESS**

### Learning Support Profile

The International Department can only accept students from the following backgrounds:

- A non-Dutch family staying in the Netherlands for a limited period of time with an expatriate status.
- An internationally mobile Dutch family, whose children have been largely educated abroad and for whom an international education will be more advisable to ensure continuity.
- A Dutch family bound for an international assignment, whose children will be switching from education in Dutch to English. This transition is limited to a period of one year.

The Harbour International has considerable experience and expertise in the following areas:

- Providing students with a safe learning environment.
- Teaching English to non-native speakers.
- Teaching multilingual students.
- Differentiating the curriculum to meet the needs of our students.
- Teaching high ability children.
- Meeting the needs of children with mild autism.

We cannot cater for children:

- Who are permanent Dutch residents.
- Who have complex special educational needs, such as children with severe physical handicaps, blind or deaf children.
- Who need materials, equipment and/or specialised help that are not readily available.
- Who are a threat to the learning environment of other children and/or teachers.
- Whose parents do not support the vision of the school.

### Philosophy

"We take complex problems and try to make learning simpler and more accessible."

Pupil support means that we adapt our teaching as far as possible to meet the needs and abilities of each child, so that the child is given the opportunity to develop at his or her own level. Teachers systematically observe and record the progress of pupils in order to highlight the needs of each child and adjust the curriculum as necessary. Therefore, pupil support is not only aimed at children with learning difficulties but also gifted children. We also consider the home situation, their self-esteem, motivation and attitude to work, learning styles, motor skills and social/emotional development.

## Special needs in the classroom

Much of the pupil support is provided within the classroom. Teachers try to resolve a difficulty by giving additional instruction. If the difficulty is persistent, the child will get extra support.

## Pupil support

In the event of unsatisfactory progress, a meeting with the Special Needs co-ordinator, the remedial teacher, the classroom teacher and the parents will be held. Sometimes it is decided to request observation and testing by external experts. This leads to concrete advice that can be processed in school. In severe cases, the school can decide to refer a child to special education. No decision is taken without the parents' prior knowledge. However, referral to special education is frequently not possible due to the language barrier, a limited stay in the Netherlands and the limited availability of special education in English. Passend Primair Onderwijs (PPO) Rotterdam is an external agency which provides support, guidance and assessment of children with special educational needs.

## More able and gifted children

Pupils who can handle more than the standard curriculum are offered enrichment and extension work based upon their ability and interests. Our programmes allow the more able and gifted children to perform at a challenging level. Extra attention from all teachers is offered on a regular basis.

## Reporting and Assessments of Pupils

The progress of each pupil is closely monitored throughout the school year by the classroom teachers through curriculum-based assessments, IPC assessments and Individual Educational Plans. Additionally, standardised British tests for reading and mathematics are essential components of our programme. The pupils are tested in mathematics, spelling, and reading skills on a regular basis. This assists the school in ensuring that the pupils are attaining the appropriate level according to their age and ability. Standardised tests also provide valuable information for the pupil's next school. All test results are recorded by the Special Needs co-ordinator who, in consultation with the classroom teacher, provides extra help when deemed necessary. All test results are made available to parents who are encouraged to make an appointment to see and discuss the results with the classroom teacher.

## Tests we use in our school:

The pupil monitoring system contains standardised British tests that are independent of the curriculum, with the components of reading, comprehension, vocabulary, spelling, mathematics and a non-verbal assessment.

Group 1: Performance Indicators in Primary Schools (PIPS)

Group 2: Performance Indicators in Primary Schools (PIPS)

Group 3: Progress Test in Maths 7  
Progress Test in English 7  
New Group Spelling Test

- Group 4: Progress Test in Maths 8  
Progress Test in English 8  
New Group Spelling Test
- Group 5: Progress Test in Maths 9  
Progress Test in English 9  
New Group Spelling Test  
Cognitive Abilities Test A
- Group 6: Progress Test in Maths 10  
Progress Test in English 10  
New Group Spelling Test
- Group 7: Progress Test in Maths 11  
Progress Test in English 11  
New Group Spelling Test  
Cognitive Abilities Test C
- Group 8: Progress Test in Maths 12  
Progress Test in English 12  
New Group Spelling Test  
Cognitive Abilities Test C if not completed in group 7

### Individual Pupil File

The following data are kept in the individual pupil files:

- test results from the pupil monitoring system
- Individual Developmental Profiles
- test results from third parties e.g. Zorgteam, Riagg, Audiologisch Centrum, motor skills remedial teaching, speech therapy
- school doctor details
- speech therapy details
- contacts with social workers
- relevant reports of meetings with parents or other concerned parties
- observation reports
- reports from the previous school(s)

### Pupil Monitoring Meetings

There are two pupil monitoring meetings per year to discuss each group. The dates are set at the beginning of each year. The class teacher and the Special Needs co-ordinator are present. Possible topics for discussion are:

- the general development of each child
- test results from the pupil monitoring system
- identification of children with behavioural problems
- identification of children with learning difficulties

Once a month the Head of the International Department and the Special Needs co-ordinator meet to



discuss the progress of all pupils.

### Individual Developmental Profile (IDP)

An IDP is always written when a structural learning or behavioural difficulty has been identified. Individual Developmental Profiles are monitored by the Special Needs co-ordinator. IDP's are always discussed with parents.

### English as Another Language (EAL)

Our EAL teachers work with non-English speaking children from groups 2-8 to support their learning of English as Another Language. The children are supported by the EAL teachers in small groups and in the classroom to help them acquire the English language skills necessary to access the full curriculum.

### Dutch as Another Language (DAL)

Dutch language and culture is taught in groups 2-8 to pupils who have a sufficient command of the English language. The children receive Dutch lessons twice a week.

Our pupils are given as many opportunities to learn as much as possible about the Dutch language and culture through trips and visits outside of school. Activities such as sports day are shared with the Bilingual department to encourage an understanding of one another's cultures, traditions and languages.

## **HEALTH**

### Medical Procedures and Emergency First Aid

First Aid basic training is given to all staff members at The Harbour International. Several members of staff are trained to certificated level. Members of staff are not allowed to administer paracetamol, aspirin or any other sort of medication. Parents have sole responsibility for administering such medication themselves. It is the duty of parents to inform the class teachers about any medication their child is taking.

We make exceptions for medication when there is written notification from a doctor and when the parents have filled in a medication form. If you need more information, you may contact the class teacher. Parents will always be contacted when their child is sick or has an accident in school.

### School Doctor

There are check-ups with the school doctor for all group 2 and group 7 pupils at the school. Parents will automatically receive an appointment card when their child is due for a check-up. The school doctor can be consulted about any worries you have about your child. Here are the contact details:

Dr. S. Marapin  
Eudokiaplein 31  
3037 BT Rotterdam  
010 - 2010110  
s.marapin@cjgrijnmond.nl

Nurse:  
Jamila Faloun  
06 - 16 64 81 62  
j.faloun@cjgrijnmond.nl  
(Available Tuesday, Thursday, Friday)

### School Dentist

It is possible for your child to be examined by our excellent school dentist. Twice a year the school dentist visits the school. The visits are not compulsory so, if you prefer, your child can be treated by your own family dentist. For those families who wish to make use of the school dental service, enrolment forms are available from the school secretary. The School Dentist Organisation may be contacted on 010 - 214 07 33. They are very experienced and caring.

### Social Worker

There is a registered social worker who is available for consultation by special appointment. The social worker may assist you in dealing with social-emotional problems, particularly when a family has moved to a new country. Parents may also consult her about any worries they have concerning child-rearing issues and inter-personal family issues. The social worker may assist pupils/parents in adjusting to their new surroundings and environment and we encourage our families to make use of her services when necessary.

The social worker's details:

Vanessa den Dulk  
Stichting Maatschappelijk Werk Noord  
Noordsingel 250  
3032 BN Rotterdam  
Telephone: 010-4430700  
Email: vdendulk@cvd.nl

### Children's diseases

School children can easily pick up germs and bacteria from one another. If your child has a contagious disease like chickenpox, please mention this when you are calling the school as some of these diseases might be dangerous for pregnant women.

## Head Lice

It is the responsibility of all parents to check their child's head weekly for lice and nits. If we detect any lice or nits on your child's head, you will be contacted and all the parents of the children in this group will receive a letter which includes suggestions for treatment. The Dutch apotheek (chemist) has many lotions or shampoos to keep the child's head clean. Anybody can get lice. We see it as an unpleasant, but everyday problem and we have to deal with it in a sensible way.

## Meldcode

The Rotterdam 'meldcode' domestic violence is an action plan for professionals and organisations for (suspicion of) domestic violence and child abuse. The school has a legal obligation to act according to this code. The action plan offers support to professionals by clarifying what is expected from them. This is not only important for the professional, but also contributes to effective help for victim and offender.

For whom is the meldcode?

The meldcode is aimed at professionals and organisations who offer education, help, care or support in the Rotterdam region. They can be teachers, social workers, doctors, (psychiatric) nurses and guardians.

Want to know more?

You can find the complete text and explanation on [www.huiselijkgeweld.rotterdam.nl](http://www.huiselijkgeweld.rotterdam.nl)

## SISA

SISA stands for Stedelijk Instrument Sluitende Aanpak. The SISA-observation system makes sure that children in Rotterdam, who need help, will be registered. When several social workers from different organisations are involved with one child, everyone will be informed about one another.

The system works as follows:

The participating organisations decide when they register a child with SISA. If it is only one registration, nothing will be done. If there are two registrations, there is a 'match'. In other words both organisations will be contacted that there is another organisation helping that child. The child will be informed through the parents (by letter). The administrators of SISA don't know what issues the child has, only that there are some concerns. The administrators do know the social workers involved. The system has a privacy regulation according to the Law Protection Personal Data. You can find more information on [www.sisa.rotterdam.nl](http://www.sisa.rotterdam.nl).

## Accident Insurance

During school hours (including excursions and sporting events) and for one hour before and after school (including travel to and from school) pupils are insured against accidents. The insurance does not cover damage to clothing, glasses etc. If your child has an accident during school hours, parents must fill in an accident form given by the school and return it within 48 hours from the time of the accident. All parents must provide the school with two telephone numbers so they may be contacted

in case of an emergency. Any damage to school property caused by a pupil in the school (such as breaking a window) will have to be paid either by the parents themselves or the parents' insurance.

### Liability

The school is neither responsible nor liable for the loss of pupils' personal property. Mobile phones and any other valuable items are not allowed to be used during school time. Parents are responsible for any loss or damage to their children's belongings.

## **SAFETY**

### Vision on Safety

#### Everyone is Special - Social Safety

Every child is unique and that unique merit is recognised by the school. This means that engaging in discussion is essential in order to learn from and to understand each other. In addition to this, learning how to express one's thoughts is of great value. During group discussions we will lay out plans, give instructions and we will discuss, present and evaluate work. Besides that current events will come up for discussion too; things children have experienced or things that they are preoccupied with. It is the teacher's job to provide a safe environment in which each child has the opportunity to develop fully. We focus on both cognitive and social-emotional development. Everyone is special.

#### Better Safe than Sorry - Physical Safety

Our school pursues an active policy aimed at safety. We list and evaluate risks on a regular basis and use the information to draw up a plan in order to adjust possible dangerous situations. In order to keep this knowledge up to date courses are given on a regular basis. We also have the correct number of emergency response workers among our staff as is required by the Health and Safety Service (BHV). Each year many fire drills are held to ensure that both children and staff know exactly what to do in case of an emergency. We work closely with the local fire department. Every year the fire brigade visits our school in order to give us safety advice.

#### Safety and Staff

At The Harbour International we want our staff to feel healthy and safe. We invest in a good relationship with our staff, engage in conversation on a regular basis and show true interest in them. Our aim is to improve the quality of our work and the vitality of our staff and for that we use the precautionary health policy of our board (BOOR).

The Harbour International has a digital safety plan which describes procedures and actions to ensure safety in different areas. These regulations are partly legally obliged and partly initiated by the school board. They are meant to create clarity on how to act in different situations. The regulations in the safety plan will not make the school a place where nothing can ever happen. There are no guarantees when it comes to safety. The safety plan serves as a means to map out risks in different areas and to offer ways on how to act and exclude or minimize possible consequences.

## Privacy Regulations

Privacy Regulations as per 25th May 2018 the whole of Europe is obliged to adhere to privacy regulations (Algemene Verordening Gegevensbescherming). Our board, Stichting BOOR, has made a protocol which all BOOR schools strictly adhere to. All personal records are safely kept and access is limited. We strive to give as little details as possible to the companies that provide us with digital tests and learning environments. Our suppliers are not allowed to forward any details to other companies or use our child's details in any other way than that they are needed for.

As from the beginning of this school year (2019-2020) each parent will have to grant permission for their child's details to be used and if photographs of your child can be taken. For now, school has decided that the taking of photographs, other than that of your own child is not permitted. This means parents are NOT allowed to take videos or photographs of children, other than your own, and they cannot share them in public on social media such as Facebook, Instagram or Snapchat.

## Confidential Information

It is the school's practice to show photographs of school activities and events on its website and in other school publications. Every year you will be asked to give permission for the school to use your child's photograph.

Parents accept that it is the school's legal duty to provide requested information to Government Ministeries. This is usually age and nationality information only.

## Fire Drills

Fire drills are held at least four times a year in The Harbour International due to the high number of pupils entering and leaving the school throughout the year. Teachers are trained on a regular basis.

## Bullying

Our school is built on positive discipline. Each child has a voice which is always listened to. Any conflicts are dealt with immediately by allowing the children to come together to discuss their differences. Mutual respect is essential.

## Internet agreement with pupils

All pupils have access to the internet at the school. They must agree only to work on the internet with the permission of their teacher. Pupils must also agree to adhere to the instructions given to them by their teacher and to follow them without question. These rules are to ensure the children use the internet wisely. We teach our pupils not to give any personal details over the internet.

## **SCHOOL RULES AND REGULATIONS**

### Smoking

Smoking is not allowed in the school building or school playgrounds at any time.

## Cars and Bicycles

Parking spaces are available at the front of the school. You must pay for parking between 09:00 and 23:00. In Rotterdam parking is paid only by bank pass or credit card.

Please do not double park or block any other vehicles, it is dangerous!

Bicycle spaces are available, but please note that the school cannot be responsible if bicycles are stolen or damaged.

## Mobile phones

More and more children bring their mobile phones to school. We do not take responsibility for loss or theft or damage to these phones. During school hours the phones have to be switched off.

## Absenteeism and Special Leave

If your child is ill and cannot attend school, you must send an email to the class teacher between 08:00 and 08:30. Permission for special leave (absenteeism not due to illness and outside regular school holidays) must be requested 6 weeks in advance through the Head of the International Department. There is an official form which must be filled in, in accordance with Dutch law. Strict government rules apply to both absenteeism and special leave. Parents who permit their children to be absent from school for a period of time without the permission of the school will be prosecuted under Dutch law. It is in the interest of both the school and parents to avoid such prosecution and we expect parents to respect and comply with these rules.

## Discipline

We promote a positive approach to discipline. We work hard to ensure clear boundaries are set for all our pupils in a positive manner which promotes their learning in the classroom and throughout the school. When a pupil's behaviour becomes disruptive to the classroom environment or potentially harmful to other pupils, the school will work closely with the parents and pupil to resolve the concerns and the undesired behaviour. It is essential that parents cooperate with the classroom teacher and the school management to ensure a positive and safe learning environment for all our pupils.

## Teacher Absenteeism

From time to time our teachers become ill just like anyone else. We strive to minimise the disruption to the class by ensuring that the programmes of work continue being taught.

## Suspension

Fortunately we have children, parents and personnel working well together in our school. Unfortunately there may be situations in which the safety of children and/or teachers are in danger. In those cases the Bestuur Openbaar Onderwijs Rotterdam (BOOR) has the power to suspend or remove a child from school. As a school we are obliged to look for another school for the suspended child.

## Arbitrator (Klachtencommissie)

The school attempts at every level to resolve misunderstandings that may arise between pupils/staff/parents. For example, if you have a question about something that has happened in the classroom or concerns about how your child is doing, please ask the teacher for an appointment to discuss your concerns as soon as possible. If for some reason you feel your concerns have not been resolved or answered to your satisfaction, or you feel it is inappropriate to discuss your concerns with the teacher, you may make an appointment to meet with the Head of the International Department (Jenny Swift). For confidential issues which you may prefer not to discuss with either the teacher or the Head of the International Department, you may contact the school confidential counsellor, Anna Roeven. She is not a mediator. You may also contact one of the external confidential counsellors. These counsellors are independent: they do not work for our school or for BOOR. Their names are Paul van Lange (paul@vanlange.nl) and Jakkie Ames (jakkie\_ames@hotmail.com). If after going through all these possibilities you feel you still need to have your concern or problem resolved, you may, as a last resort, file a written complaint to the Klachtencommissie (Arbitrator) at BOOR. We emphasise that the Arbitrator is a last resort and reiterate that the school will make every effort to resolve issues and concerns before they become unsolvable. Good communication between pupils/staff/parents is essential.

Stichting BOOR  
t.a.v. Gerard Drukker  
Postbus 23058  
3001 KB ROTTERDAM

Landelijke Klachtencommissie Onderwijs  
Postbus 85191  
3508 AD Utrecht  
030 - 2809590  
info@onderwijsgeschillen.nl

Landelijke Klachtencommissie BOOR is a member of the Landelijke Klachtencommissie Onderwijs.

## Educational Inspection Report

We are inspected on a regular basis by the Dutch inspectorate. The inspector makes a report and a copy of this report can be found on [www.owinsp.nl](http://www.owinsp.nl).

## Homework

Homework might be given for the following reasons:

- to support, extend and reinforce work in the classroom
- to promote independent learning
- to develop good study habits

Children are encouraged to take their reading and library books home so that reading becomes an important activity in their daily routine. Teachers may request that tables, number bonds and spelling words be learned at home on a regular basis. Older pupils may be required to carry out work for projects at home using reference books in their home language.

## **PARENT PARTICIPATION**

### The Harbour's MR (School Board)

The Medezeggenschapsraad (MR) is a legal obligation of each school. In total, it comprises two parents and two members of staff from the International Department. Parents are elected onto the Board by the other parents. The MR advises the Gemeente Rotterdam on various matters concerning the primary school (including the International Department) and helps define and formulate school policy. The MR meets once a month. There is an open discussion for the last half hour and any parent is free to attend this part of the meeting. The meetings are conducted in English.

### Parent Helpers

Parents are an essential part of the school. They are regularly asked to help out and our teachers appreciate it very much. Parents are required for each school trip according to the class size and age of the children. At all times, the safety and well-being of the children is of the utmost importance. Each group has a contact parent whose job it is to help new parents and the classroom teacher.

### Parents' Support Group (PSG)

The Parents' Support Group supports the school in fund-raising activities and assists in encouraging parents to help out with special events within the school. Each group has two representatives on the PSG and these parents assist in organising events within the school and in their own groups. The PSG meets once a month. The PSG must have a chairperson, a secretary and a treasurer. This is an ideal opportunity to participate and become a member of our special community.